



# Staff Report

## Finance and IT Services

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**Report To:** Grants and Donations Committee  
**Meeting Date:** December 4, 2020  
**Report Number:** FAF.20.190  
**Subject:** Grants and Donations Community Foundation  
**Prepared by:** Ruth Prince, Director of Finance and IT Services

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### A. Recommendations

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THAT the Grants and Donations Committee receive staff report FAF.20.190, Grants and Donations Community Foundation” for information purposes;

AND THAT the Grants and Donations Committee provide a recommendation to Council on establishing a Community Foundation.

### B. Overview

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This staff report is to provide the Grants and Donations Committee information regarding a Community Foundation.

### C. Background

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Over the past year, staff have provided various staff reports regarding a Community Foundation.

The Grants and Donations Committee has three new members and this report and attachments provide the new members information to Community Foundation options.

### D. Analysis

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The Grants and Donations Committee have oversight for the fundraising and the disbursement of the grants and donations program. The Town is considered a qualified done and accordingly the Town can issue charitable receipts to individuals to allow the individual to deduct the gifts from their taxes, under section 118.1 (1) of the *Income Tax Act*.

The Town has a few options to consider with regards to a Charitable Foundation for grants and donations. The Town could create an Ontario Charitable Foundation, create a Community Fund under Community Foundation Grey Bruce or create a Community Foundation that is completely

separate from the Town. The Town of Collingwood is considering a Community Foundation that is a separate legal entity and distinct from the Town.

## **E. Strategic Priorities**

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### **1. Communications and Engagement**

We will enhance communications and engagement between Town Staff, Town residents and stakeholders.

### **2. Organizational Excellence**

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

### **3. Community**

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

### **4. Quality of Life**

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

## **F. Environmental Impacts**

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None.

## **G. Financial Impact**

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A community foundation is a distinct legal entity. As a corporate entity it requires its own financial books, accounting, auditing and investing. While all members of a foundation will contribute to the development of a Foundation, a staff member dedicated to the Foundation is critical to the growth of the endowment, completing the paperwork, preparing and monitoring budgets.

## **H. In consultation with**

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Shawn Everitt, CAO  
Tracy Petrescu, Administrative Assistant – Finance and IT Services

## **I. Public Engagement**

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The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. Comments regarding this report should be submitted to Ruth Prince, Director of Finance and IT Services at [directorfit@thebluemountains.ca](mailto:directorfit@thebluemountains.ca)

**J. Attached**

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1. FAF.20.105 Town of The Blue Mountains Community Foundation
2. FAF.19.098 Town of The Blue Mountains Community Foundation

Respectfully Submitted,

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Ruth Prince  
Director of Finance and IT Services

For more information, please contact:

Ruth Prince  
[directorfit@thebluemountains.ca](mailto:directorfit@thebluemountains.ca)  
519-599-3131 extension 228



# Staff Report

## Finance and IT Services

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**Report To:** Grants and Donations Committee  
**Meeting Date:** August 7, 2020  
**Report Number:** FAF.20.105  
**Subject:** Town of The Blue Mountains Community Foundation  
**Prepared by:** Ruth Prince, Director of Finance and IT Services

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### A. Recommendations

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THAT the Grants and Donations Committee receive staff report FAF.20.105, entitled "Town of The Blue Mountains Community Foundation";

AND THAT the Grants and Donations Committee provide direction to Council on an Option.

### B. Overview

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This staff report is to provide the Grants and Donations Committee information in regards to a Community Foundation.

### C. Background

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In 2019, Council established a formal Committee of Council, being the Grants and Donations Committee, which includes members of the public and two members of Council. At the same time a Grants and Donations Reserve Fund was established to keep the donations separate and to allow for any monies in the fund to earn interest.

At the February 7, 2020 Grants and Donations Committee meeting the following motion was made:

Moved by: Peter Bordinon

Seconded by: Paula Hope

THAT the Grants and Donations Committee requests Council to direct staff to investigate the requirements and costs to establish a Town Community Foundation, with follow-up provided to Council and the Committee for information.

### D. Analysis

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The Grants and Donation Committee have oversight for the fundraising and the disbursement of the grants and donations program. The Town is considered a qualified donee and

accordingly the Town can currently issue charitable receipts to individuals to allow the individual to deduct the gift from their taxes, under section 118.1 (1) of the *Income Tax Act*.

The Town has a few options to consider with regards to a Charitable Foundation for grants and donations.

### **Option 1 – Creation of an Ontario Charitable Corporation**

Section 203 of the *Municipal Act* allows a municipality to incorporate a corporation. The Ontario *Corporations Act* allows for the incorporation of non-share capital corporations through letter patent. Letter patent refers to the ministerial creation of a special privilege, such as a corporation. Section 119 of the *Corporations Act* requires an application to be filed for a non share corporation. A separate foundation is a separate legal person for liability or administrative purposes. If the Foundation fails to comply with the Income Tax requirements for a charity or issues an improper charitable receipt, the Town is isolated from the repercussions. There would be no conflict of interest for Councillors who serve on the Foundation's Board. A separate corporation is a distinct legal entity and therefore requires its own financial books, audited Financial Statements and an annual detailed report to Canada Revenue Agency to maintain the charity registration. Ontario Regulation 599/06 Municipal Services Corporations governs the establishment and operations of municipal services corporations. The following commentary relates only to those sections of this regulation which apply to the corporation proposed to be established.

1. Section 3 provides that the corporation may only be established if the service or thing provided by the corporation is one that the Town can provide.
2. Section 4 provides for a similar requirement dealing with the appointment of directors, officer or members.
3. Section 6 requires that a business case study be adopted before it uses its power under Sections 3 or 4.
4. Section 7 requires that a municipality shall adopt and maintain policies on asset transfer to corporations. The Town has a policy and By-law that was completed when the Attainable Housing Corporation was established.
5. Section 8 requires that a municipality consult with the public about the proposal to establish the corporation.

Next Steps - If the Grants and Donations Committee and Council wish to proceed with a Community Foundation, the next step would be to develop a business case study and consult with the public about the proposal to establish the corporation as per Ontario regulation 599/06. Staff recommend a budget of \$60,000 be established to hire a consultant to develop the business case, public process and assist with establishing the corporation. The \$60,000 is staff's best estimate based on other consulting proposals that the Town has received in the past. This budget would become part of the 2021 Budget process. Staff recommend utilizing the public engagement website now in order to gauge public interest in creating a Charitable Foundation for The Blue Mountains and as a proposed project in the 2021 Budget.

## **Option 2 – Community Foundation Grey Bruce – The Blue Mountains Community Fund**

Another alternative that is being used by Owen Sound, Meaford, Grey Highlands, Saugeen Shores and Kincardine is the Community Foundation Grey Bruce. A presentation was made by the Community Foundation Grey Bruce to the Grants and Donations Committee on June 5, 2020. A Community Foundation is a non-profit corporation registered as a public foundation with the Canada Revenue Agency. Community Funds are a component of a Community Foundation and are run by a local Advisory Committee and support from Community Foundation staff and adheres to the policies and practices of the Foundation. The community fund may or may not implement its own application process and provides grant recommendations to the Community Foundation. The grants from each Community Fund are disbursed only to projects within the municipal boundary and support projects of not-for-profit charitable organizations involving affordable housing, food banks, agriculture, recreation, seniors and education. Donors receive charitable receipts for all donations made to the Community Fund through the Charitable Foundation. The principal amount of the donation remains in the fund and it is the interest that is earned on the fund that is disbursed to the community. The Foundation levies a 1.5% administration fee on total fund value of the year. Donations that are “flowed through” the organization are charged a 5% administration fee to cover time and expenses. Many of the groups that receive grants through the Town’s process, also receive community grants through the Foundation.

Next Steps – If the Grants and Donations Committee and Council wish to proceed with a Community Fund as part of the Community Foundation Grey Bruce, a signed agreement needs to be in place and the first donation of principal. The first administration fee (1.5%) will be charged at the next fiscal year end.

## **E. The Blue Mountains Strategic Plan**

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Goal #4: Promote a Culture of Organizational and Operational Excellence  
Objective #4: To Be a Financially Responsible Organization

## **F. Environmental Impacts**

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None.

## **G. Financial Impact**

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A Community Foundation is a distinct legal entity. As a corporate entity it requires its own financial books, accounting, auditing and investing. Fees would be required to establish the entity and staff to run the Foundation. Staff recommend a budget be established in the amount of \$60,000 to hire a consultant to complete the business case, public process and establish the corporation. Since there is no budget in 2020, staff recommend that this project be included in the 2021 budget.

There is no cost to establish a Community Fund with Community Foundation Grey Bruce; however, the Foundation levies a 1.5% administration fee on the total value of the Fund every year. Donations that are “flowed through” have a 5% administration fee. The principal remains constant with the Community Foundation and it is the income that is distributed to the community organizations.

## **H. In consultation with**

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Peter Bordignon, Grants and Donations Committee  
Rob Sampson, Grants and Donations Committee  
Will Thomson, Director of Legal Services

## **I. Public Engagement**

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The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. Comments regarding this report should be submitted to Ruth Prince, Director of Finance and IT Services at [directorfit@thebluemountains.ca](mailto:directorfit@thebluemountains.ca)

## **J. Attached**

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None.

Respectfully Submitted,

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Ruth Prince  
Director of Finance and IT Services

For more information, please contact:  
Ruth Prince  
[directorfit@thebluemountains.ca](mailto:directorfit@thebluemountains.ca)  
519-599-3131 extension 228



# Staff Report

## Finance and IT Services

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**Report To:** Committee of the Whole  
**Meeting Date:** September 16, 2019  
**Report Number:** FAF.19.098  
**Subject:** Town of The Blue Mountains Community Foundation  
**Prepared by:** Ruth Prince, Director of Finance and IT Services

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### A. Recommendations

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THAT Council receive Staff Report FAF.19.098, entitled "Town of The Blue Mountains Community Foundation";

AND THAT Council direct Staff to proceed with Option 1;

AND THAT staff work with the Grants and Donations Committee for fundraising initiatives, disbursement of charitable funds and the criteria for grants and donations;

AND THAT Council direct staff to create a Grants and Donations Reserve Fund.

### B. Overview

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This report describes the various options available to the Town for a Town of The Blue Mountains Community Foundation.

### C. Background

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Council approved Staff report FAF.19.079, Grants and Donations Program. With the approval of the report, Council established a formal Committee of Council, being the Grants and Donations Committee, which includes members of the public and two members of Council. Staff was directed to also investigate and report back on the process of establishing a Community Foundation.

### D. Analysis

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The Town has various options that could be considered with regards to dealing with grants and donations.



### Option 1 – Grants and Donations Committee

The Town has established a Grants and Donations Committee that includes members of the public and Council members to have oversight for the fundraising and the disbursement of the annual grants and donations program. The Town is considered a qualified donee and accordingly the Town can currently issue charitable receipts to individuals to allow the individual to deduct the gift from their taxes, under section 118.1(1) of the *Income Tax Act*. Staff would recommend that a Grants and Donations Reserve Fund be established to keep the donations separate and to allow the fund to earn interest.

Pros	Cons
<ul style="list-style-type: none"><li>• There is no need to create a separate corporation.</li><li>• The Grants and Donations Committee can fundraise and disburse charitable funds with minimal overhead and oversight.</li><li>• No annual audit is required.</li></ul>	<ul style="list-style-type: none"><li>• The Minister could deregister a qualified donee, if the qualified donee contravenes the <i>Income Tax Act</i>.</li><li>• The Town may lose its qualified donee status if an improper receipt is issued.</li><li>• The Town currently issues receipts for departments within the Town and there may be repercussions to other Town entities and operations, if it becomes deregistered.</li></ul>

### Option 2 – Creation of an Ontario Charitable Corporation

Section 203 of the *Municipal Act* allows a municipality to incorporate a corporation. The Ontario *Corporations Act* allows for the incorporation of non-share capital corporations through letter patent. Letter patent refers to the ministerial creation of a special privilege, such as a corporation. Section 119 of the *Corporations Act* requires an application to be filed for a non-share corporation that includes:

- the names in full and the address for service of each of the applicants;
- the name of the corporation to be incorporated;
- the objects for which the corporation is to be incorporated;
- the place in Ontario where the head office of the corporation is to be situated;
- the names of the applicants who are to be the first directors of the corporation; and
- any other matters that the applicants desire to have embodied in the letters patent.

Pros	Cons
<ul style="list-style-type: none"> <li>• A separate foundation is a separate legal person for liability or administrative purposes. If the foundation fails to comply with the Income Tax Act requirements for a charity or issues an improper charitable receipt, the Town is isolated from repercussions.</li> <li>• There is no conflict of interest for Councillors who serve on the Foundation's Board.</li> <li>• A "Nuans" search, to demonstrate that the incorporation does not have the same or similar name to an existing corporation, as well as a filing fee.</li> <li>• "Application for Incorporation of a Corporation without Share Capital, Form2" must be completed.</li> </ul>	<ul style="list-style-type: none"> <li>• A separate corporation is a distinct legal entity and therefore requires its own financial books, accounting and auditing.</li> <li>• Fees to establish a corporation are required.</li> <li>• The Foundation will have to send an annual detailed report to Canada Revenue Agency to maintain the charity registration.</li> <li>• Legal/Administrative costs to set up the corporation.</li> <li>• Longer process than Federal corporation and a hard copy must be submitted.</li> </ul>

### Option 3 – Creation of a Federal Charitable Corporation

*The Canada Not-for-profit Corporations Act* allows for the federal incorporation of non-share corporations. Federal incorporation is an administrative process whereby the Ministry of Innovation, Science and Economic Development creates the corporation, after approving the articles of incorporation. Under Section 7 of the *Canada Not-for-profit Corporations Act*, the articles of incorporation must include:

- the name of the corporation;
- the province where the registered office is to be situated;
- the classes, or regional or other groups, of members that the corporation is authorized to establish and, if there are two or more classes or groups, any voting rights attaching to each of those classes or groups;
- the number of directors or the minimum and maximum number of directors;
- any restrictions on the activities that the corporation may carry on;
- a statement of the purpose of the corporation; and
- a statement concerning the distribution of property remaining on liquidation after the discharge of any liabilities of the corporation.

Pros	Cons
<ul style="list-style-type: none"><li>• Federal incorporation can be done electronically.</li><li>• Submission of “Form 4001” which is the Articles of Incorporation form.</li><li>• Submission of “Form 4002” which is the Initial Registered Office Address and First Board of Directors form.</li><li>• A “Nuans” search, to demonstrate that the incorporation does not have the same or similar name to an existing corporation, as well as a filing fee.</li><li>• Can be done quickly as it is an administrative action.</li></ul>	<ul style="list-style-type: none"><li>• Federal incorporation does not have pre-approved charitable objects.</li><li>• Canada Revenue Agency may reject a federally incorporated charity if the Canada Revenue Agency does not fund the corporate purposes appropriate.</li></ul>

With Option 2 or 3, Ontario Regulation 599/06 Municipal Services Corporation governs the establishment and operations of municipal services corporations. The following commentary relates only to those sections of this regulation which apply to the corporation proposed to be established.

1. Section 3 provides that the corporation may only be established if the service or thing provided by the corporation is one that the Town could provide.
2. Section 4 provides for a similar requirement dealing with the appointment of directors, officer or members.
3. Section 6 requires a business case study to be adopted.
4. Section 8 provides that the Town shall consult with the public before establishing the corporation. It is therefore recommended that Council direct Staff to advertise and hold a public meeting for the purposes of consulting the public regarding the proposal to establish a Community Foundation, and report back to Council.

A business case would need to be developed to go to the public for input.

With the Grants and Donations Committee just being newly formed, staff feel it is not appropriate at this time to proceed with Option 2 or 3.

## **E. The Blue Mountains Strategic Plan**

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Goal #4: Promote a Culture of Organizational and Operational Excellence

Objective #4: To Be a Financially Responsible Organization

## **F. Environmental Impacts**

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None

## **G. Financial Impact**

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The creation of a Community Foundation will require legal costs of approximately \$1,600. Depending on the activities and the complexity, the ongoing annual audit fees will be approximately \$5,000 or potentially higher.

Council directed staff to remove Grants and Donations from the 2020 Budget. Fundraising initiatives would be used to fund requests as determined by the committee.

## **H. In consultation with**

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Shawn Everitt, Chief Administrative Officer  
Councillor Sampson  
Councillor Bordignon

## **I. Public Engagement**

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The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. Comments regarding this report should be submitted to Ruth Prince at [directorfit@thebluemountains.ca](mailto:directorfit@thebluemountains.ca).

## **J. Attached**

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1. June 3, 2019 Motion
2. Staff Report FAF.19.079, Grants and Donations Program
3. Grants and Donations Reserve Fund By-law - Draft

Respectfully Submitted,

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Ruth Prince  
Director of Finance and IT Services

For more information, please contact:  
Ruth Prince  
[directorfit@thebluemountains.ca](mailto:directorfit@thebluemountains.ca)  
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# Town of The Blue Mountains

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FAF.19.098

Attachment 1

June 3, 2019

Moved by: Rob Potter

Seconded by: Rob Sampson

THAT Council receive Staff Report FAF.19.079, entitled "Grants and Donations Program;

AND THAT Council authorize the development of a formal Committee of Council being the Grants and Donations Committee to include two members of Council, three members of the public, the Chief Administrative Officer and the Director of Finance and IT as resources;

AND THAT Council endorse the Terms of Reference for the Grants and Donations Committee as presented in Attachment 1 of this staff report;

AND THAT Council appoint Peter Bordignon and Rob Sampson as Council representatives on the Grants and Donations Committee to include the over sight for fundraising, disbursement and the criteria of grants and donations;

AND THAT Council authorize Staff to initiate a call for appointments of three (3) members to the Grants and Donations Committee;

AND THAT Council direct staff to investigate and report back on the process of establishing a Community Foundation;

THAT Council endorse the inclusion of the Business Association Grants under the Economic Development budget and remove these from the Grant and Donations Program Application;

AND THAT Council direct staff to remove the grants and donations budgets from the 2020 Budget, **CARRIED**.

CERTIFIED TO BE A TRUE COPY

Krista Royal, Deputy Clerk



# Staff Report

## Finance and IT Services

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**Report To:** Special Committee of the Whole  
**Meeting Date:** May 27, 2019  
**Report Number:** FAF.19.079  
**Subject:** Grants and Donations Program  
**Prepared by:** Ruth Prince, Director of Finance and IT Services

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### A. Recommendations

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THAT Council receive Staff Report FAF.19.079, entitled "Grants and Donations Program;

AND THAT Council authorize the development of a formal Committee of Council being the Grants and Donations Committee to include two members of Council, three members of the public, the Chief Administrative Officer and the Director of Finance and IT as resources;

AND THAT Council endorse the Terms of Reference for the Grants and Donations Committee as presented in Attachment 1 of this staff report;

AND THAT Council appoint \_\_\_\_\_ and \_\_\_\_\_ as Council representatives on the Grants and Donations Committee to include the oversight for fundraising, disbursement and the criteria of grants and donations;

AND THAT Council authorize Staff to initiate a call for appointments of three (3) members to the Grants and Donations Committee;

AND THAT Council direct staff to investigate and report back on the process of establishing a Community Foundation;

THAT Council endorse the inclusion of the Business Association Grants under the Economic Development budget and remove these from the Grant and Donations Program Application;

AND THAT Council direct staff to remove the grants and donations budgets from the 2020 Budget.

### B. Overview

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This report outlines the proposed changes to the Grants and Donations Program to include a Committee of Council that includes members of the public to have oversight for the fundraising and the disbursement of the annual grants and donations program. This committee would be responsible for fundraising activities throughout the year to raise funds to support the annual grants and donations. They would also be responsible to establish the guidelines and criteria for grants and donations for Council's approval.

## **C. Background**

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For twelve years, The Town of The Blue Mountains has administered a Grants and Donations Program for Community Groups and Organizations who make an application for financial or in-kind support for their operations, events, and activities.

The current guidelines and criteria were revised in 2015. With the implementation of a Grants and Donations Committee, they would be responsible to develop revised guidelines and criteria for Council's approval.

## **D. Analysis**

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At the April 24<sup>th</sup>, 2019 Council meeting, Council made the following resolution:

April 24, 2019

Moved by: Odette Bartnicki

Seconded by: Rob Sampson

THAT Council direct staff to provide Council with a revised Grants and Donations Program for the 2020 year to include:

1. Additional sources of revenue;
2. Consideration of providing access to the Town's insurance program to applicants;
3. A revised Grants and Donations form to include additional information, which includes, but is not limited to the organization's:
  - a. Funding from other sources;
  - b. Volunteer hours;
  - c. Statistics on residents served and the impact of the organization in The Blue Mountains;
  - d. Percentage of total budget that goes to the administration of the organization;
4. An alternative municipal source of funding for health care providers through the Town's Health Services Reserve;
5. Consideration of alternate methods of allocating the grants and donations funds;

AND THAT Councillor Bordignon and Councillor Sampson be appointed as the Council representatives to work with staff to bring this back to Council by the end of June, 2019,  
**CARRIED.**

Staff have been working with Councillor Bordignon and Councillor Sampson to consider options for the Town's grants and donations program.

### **Grants and Donations Committee**

Many municipalities have established a committee to review grant and donations applications. These committees are usually comprised of Council members and Community members. It is recommended that The Blue Mountains establish a Grants and Donations Committee that will be comprised of two members of Council and three members of the public to establish terms of reference for the committee that include fundraising initiatives, disbursements and the revised grants and donations criteria.

Municipalities are also establishing Community Foundations to create and invest funds which are dispersed as grants for projects and services that enrich the community. Community Foundations offer an "arms length" method of disbursing funds. It would have an independent Board of Directors from the community. Staff will report back to Council on the possible establishment of a Community Foundation for the Town.

### **Business Associations**

In reviewing other municipal grants and donations policies, business organizations were not included under this program. Business Associations currently included in the Town's grants and donations program are the Blue Mountain Village Association, Blue Mountains Chamber of Commerce and the Clarksburg Village Association. The dollar amounts will be included in the Communication and Economic Development Budget and will be clearly identified in the budget document so Council and the public are aware of the dollar allocation. During the budget process, Council could debate the amounts that have been allocated and the business associations that will receive funding.

### **Insurance**

Staff contacted our insurance provider AON to discuss the request to consider providing access to the Town's insurance program to applicants. Our insurance provider indicated that the Town's underwriters are unlikely to write these groups through a rider on the municipal program. There would be concerns about the care, custody and control as it is unadvisable to extend coverage to others where you have no control to the risk. AON would not recommend adding groups through a rider even if it was somehow possible. A claim that is made from one of the grants and donation organizations would then be part of the Town's claims experience which has wider implications including future insurance premiums.

### **Health Services**

Request for hospital funding, doctor recruitment and requests from the North East Grey Health Clinic would be funded through the Health Care Reserve based on Council's recommendations. An addition to the 2020 budget to include annual funding to this Health Care Reserve will be prepared as part of the budget package. These larger requests impact the community over many years and usually require a multi-year commitment by Council.



## **E. The Blue Mountains' Strategic Plan**

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Goal #4: Promote a Culture of Organizational and Operational Excellence  
Objective #4: To Be a Financially Responsible Organization

## **F. Environmental Impacts**

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None.

## **G. Financial Impact**

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The 2020 Budget is proposed to maintain \$15,000 from the current Grants and Donations Program to fund local business associations and will be included in the Communication and Economic Development Budget. The remaining \$38,000 will be removed from the annual tax levy.

## **H. In consultation with**

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Shawn Everitt, Interim Chief Administrative Officer  
Councillor Bordignon  
Councillor Sampson

## **I. Public Engagement**

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The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. Comments regarding this report should be submitted to Ruth Prince at [directorfit@thebluemountains.ca](mailto:directorfit@thebluemountains.ca).

## **J. Attached**

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1. Draft Terms of Reference – Grants and Donations Committee

Respectfully Submitted,

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Ruth Prince  
Director of Finance and IT Services

For more information, please contact:  
Ruth Prince  
[directorfit@thebluemountains.ca](mailto:directorfit@thebluemountains.ca)  
519-599-3131 extension 228



## **Grants and Donations Committee**

### **DRAFT - TERMS OF REFERENCE**

#### **1. PURPOSE**

The Town of The Blue Mountains ("Town") Grants and Donations Committee will be responsible for raising funds to support the Grants and Donations program and for receiving, reviewing and approving grants and donations applications based on the grant criteria and application process approved by Council.

#### **2. MANDATE**

The Mandate of the Town's Grants and Donations Committee is to:

- Design and implement fundraising activities that will raise funds to support the Grants and Donations program;
- Administer, receive, review and approve the annual grants and donations applications;
- Provide advice to Council and seek approval for the guidelines, criteria and application process; and
- Provide a report to Council on the financial position and the status of all grants and donations.

#### **3. MEMBERSHIP / VOTING**

The Grants and Donations will be comprised of up to Seven (7) members who are appointed by Council.

##### **Voting Members:**

- 2 members of Council
- 3 members of the public at large
- Mayor as ex-officio (not counted towards Committee membership)

Openings for the membership shall be publicly advertised as appointment opportunities arise. All voting Members are selected by resolution of Council.

**Non-Voting Members:**

- Chief Administrative Officer as ex-officio
- Director of Finance & IT Services
- Administrative Assistant

**Members will:**

1. Demonstrated expertise in fundraising;
2. Demonstrate a strong interest in and commitment to remaining informed on community issues and in particular community grants and donations;
3. Be able to allocate sufficient time during the day for participation in regularly scheduled meetings;
4. Be able to allocate sufficient time to review the agenda, minutes and applicable documentation in advance of each regularly scheduled meeting; and
5. Participate as a team member.

**4. QUORUM**

Quorum for the Grants and Donations Committee, per the standards of the *Municipal Act, 2001*, is 3 voting members, which must include at least one (1) Council representative, regardless of the number of members in attendance.

The Council representatives appointed to the Grants and Donations Committee count towards quorum. The Mayor as ex-officio does not count towards quorum. However, the Mayor as ex-officio does have the right to vote and make motions.

**5. SUB-COMMITTEES**

Should the Grants and Donations Committee feel a sub-committee is required to deal with specific issues, such sub-committees shall be ad hoc in nature, with specific, clearly articulated mandates. All sub-committees shall be reviewed annually to determine whether they need to continue. To take advantage of individual expertise, membership on sub-committees may be expanded to include community individuals who are not committee members.

**6. REMUNERATION**

No compensation shall be provided to members of the Grants and Donations Committee for their participation.

**7. MEETING TIME & LOCATION, AGENDA PACKAGE & MEETING CANCELLATION PROCEDURES**

The Grants and Donations Committee will meet monthly at a date and time to be set by the Committee once the public members have been appointed. Additional meetings of the Committee may be called by the Chair, with a minimum of 72 hours' notice, to address urgent matters.

The Administrative Assistant shall send out meeting invites to all Committee members and post notice of the meeting to the Town's website. The Call for Agenda Items will be sent out with the meeting invite along with a deadline for quorum to be obtained. If quorum is not obtained by the deadline indicated, the meeting shall be cancelled. In the event quorum is obtained by the deadline but the Committee does not have quorum the day of the meeting within fifteen (15) minutes after the hour appointed, the meeting shall be cancelled.

Meetings will be held in the Council Chambers at the Town Hall, 32 Mill Street, Thornbury. If the Council Chambers are not available, an appropriate alternative location will be selected.

All meetings are open to the public, unless closed sessions are required in accordance with the Town's procedural bylaws. Meetings are not broadcasted.

## **8. AGENDA, MINUTES & PROCEDURE**

Agenda items will be set by the Committee Chair.

Minutes will be kept by the Administrative Assistant who will distribute the minutes to all of Council in accordance with Town practice. All meetings shall be conducted in accordance with the Town's Procedural By-law 2018-20.

The Terms of Reference is a living document and will be reviewed annually at a minimum, or as required.

## **9. RELATED POLICIES & TRAINING REQUIREMENTS**

POL.COR.07.07 Code of Conduct for Members of Council

POL.COR.17.04 Accessibility Standards for Customer Service

POL.COR.18.04 Protocol Policy for Complaints Related to Council Members and Local Boards

POL.COR.18.08 Workplace Violence & Harassment Policy

POL.COR.18.10 Social Media Policy

POL.COR.19.02 Council Staff Relationship Protocol

[Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11](#)

[Municipal Conflict of Interest Act, R.S.O. 1990](#)

[Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990](#)

## The Corporation of the Town of The Blue Mountains

### By-Law Number 2019 –

#### **Being a By-law to provide for the establishment and maintenance of a Reserve Fund for the purposes relating to the administration of the Town of The Blue Mountains Grants and Donations**

Whereas pursuant to Section 417 of the *Municipal Act, 2001*, as amended, S.O. c.25, the municipality may provide in its budget for the establishment and maintenance of Reserve Funds for any purpose for which it has authority to spend money;

And Whereas the municipality may by By-law provide that the money raised for a Reserve Fund be spent, pledged or applied to a purpose other than that for which the Fund was established, and;

Now Therefore Council of The Corporation of the Town of The Blue Mountains hereby enacts as follows:

1. That the following new Reserve Fund be established:
  - Grants and Donations Reserve Fund;
2. That the Grants and Donations Reserve Fund will be used to administer the Town of The Blue Mountains Grants and Donations program;

And Further, that this By-law shall come into force and take effect upon the enactment thereof.

Enacted and passed this 30<sup>th</sup> day of September, 2019.

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Alar Soever, Mayor

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Corrina Giles, Town Clerk